

# ***GEAR UP***

# ***College Day***

# ***Scholarship***





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## **Program Summary**

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federal program designed to provide early intervention services and programs to students in middle schools and high schools. The mission of GEAR UP is to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education. When scholarships are offered, the amount is intended to significantly reduce what they have to pay for college. GEAR UP is designed to permit these students to attend college without the fear of incurring significant debt.

### **Enabling Legislation**

Higher Education Amendments of 1998 (Public Law 105-244)

### **Administrative Rules**

Federal funds as appropriated in the Higher Education Appropriations Act.

### **Funding Source**

Federal funds as appropriated in the Higher Education Appropriations Act.

### **Administrative Office**

Student Scholarships and Grants  
Michigan Department of Treasury  
P.O. Box 30462  
Lansing, Michigan 48909-7962  
Toll-free number: 888-447-2687  
Fax number: 517-241-5835  
E-mail address: [ssg@michigan.gov](mailto:ssg@michigan.gov)  
Web site address: [www.michigan.gov/ssg](http://www.michigan.gov/ssg)

## **Program Administration**

### **Institutional Eligibility**

Any of the 15 public institutions that are partners in the GEAR UP/College Day grant, even if it is a different institution than the one at which the student participated in GEAR UP/College Day activities.

Colleges must participate in federal Title IV aid programs.

### **Michigan Department of Treasury (Treasury) Responsibilities**

Establish policies in conjunction with the Department of Labor and Workforce Development Agency (WDA).

Develop forms and procedures for award recipients.

Notify potential award recipients from ranked list supplied by each cohort.

Provide roster of award nominees to each cohort.

Process acceptance forms.

Provide eligibility verification rosters to colleges.

Disburse funds to colleges.

Collect refunds of scholarship funds if required.

Provide technical assistance to colleges.

Monitor program expenditures.

Submit federal reports.

Submit a report of awardees, their amounts, and their institutions to the local district GEAR UP/College Day official contact person by October 31 of the award year.

## **Institutional Responsibilities**

Verify student eligibility on program verification rosters: Pell eligibility, age, high school diploma, citizenship, Michigan residency, enrollment status, and satisfactory academic progress after each semester/term refund period.

Notify the Department of Treasury of any changes in a student's enrollment status and academic eligibility.

Apply funds to students' accounts.

Return refunds to the Student Scholarships and Grants, promptly during the academic year. Refund checks should be made payable to the "State of Michigan." See the Refund section on page 7 for mailing instructions.

Identify the program on communications to the student.

## **Institutional Records Retention**

All program records including records of student eligibility, award adjustments, refund calculations, and cumulative scholarships made to each awardee at the college must be held in the financial aid office files and made available for audit purposes upon request.

Program records are to be retained in accordance with federal Title IV student aid requirements: a minimum of three (3) years from the date the college submits its fiscal year-end report.

# **Campus Payments**

## **Payment Process**

The Michigan Department of Treasury will provide institutions with an enrollment verification roster for each enrollment period.

Payments are disbursed on a term/semester basis.

Payments are sent to the institution following verification of eligibility.

Payments are authorized by and issued from the Michigan Department of Treasury.

## **Student Eligibility**

### **Age Requirement**

The recipient must be less than 22 years of age at the time of the first scholarship award.

### **High School Diploma**

The recipient must have received a high school diploma or GED.

### **Enrollment**

The recipient must be enrolled at least half time in one of the 15 public institutions that are partners in the GEAR UP/College Day grant, even if it is a different institution than the one at which they participated in GEAR UP/College Day activities.

### **Citizenship**

The recipient must be a U.S. citizen, a U.S. national, or a U.S. permanent resident who has an I-151 or I-551C.

OR: The recipient must hold an Arrival-Departure Record (I-94) from the U.S. Department of Homeland Security (DHS) showing one of the following designations: “Refugee,” “Asylum Granted,” “Indefinite Parole” and/or “Humanitarian Parole,” “Cuban-Haitian Entrant, Status Pending” or “Conditional Entrant” (valid only if issued before April 1, 1980).

### **Residency**

The recipient must be a Michigan resident for the 12 months before the beginning of the award period and must not be considered a resident of any other state.

### **Pell Eligibility**

The recipient must be eligible for a federal Pell Grant at the time of the first scholarship award.

### **Satisfactory Academic Progress (SAP)**

The recipient must be in compliance with the college’s satisfactory academic progress (SAP) standard. The college must use a SAP standard at least consistent with the criteria of academic progress needed to maintain eligibility for the federal student aid programs.



## **GEAR UP Participation**

The must have successfully participated in the GEAR UP/College Day interventions as determined by their institutions scholarship committee.

To the extent that funding permits, the Michigan Department of Treasury will make awards to students on the rank order list submitted by their local school's scholarship committee.

## **Non-incarceration**

Incarcerated students are not eligible for award consideration. This includes persons assigned full time or part time to correctional facilities, community correction centers, residential homes, half-way houses, or under home detention. Those on electronic monitors are likewise ineligible.

## **Application Information**

Each participating GEAR UP/College Day institution provides a rank order list of students who have successfully completed the program.

Each of these students must file a FAFSA.

Students selected for a scholarship must return the GEAR UP/College Day Acceptance Form to the Michigan Department of Treasury.

## **Continuation Scholarship**

Students must complete the utilization of their maximum GEAR UP/College Day award within six (6) years after the date of high school graduation. Continuation scholarships will be awarded to each student who received an initial scholarship and who continues to be eligible for a scholarship in successive years up to a maximum of five (5) years. The amount of the continuation scholarship will not be more than the maximum Pell amount awarded to that student in their first (freshman) year, as long as the student maintains full-time enrollment.

To maintain eligibility for the GEAR UP/College Day scholarship, students must:

- Maintain Michigan residency, and
- Maintain Satisfactory Academic Progress (SAP) as determined by institutional policy of the university they are attending.

- Must be enrolled at least half time at a participating Michigan public degree-granting college.

Must return all necessary renewal forms each year.

## Award Computation

### Award Limits

In no case may the recipient's total amount of Title IV financial aid plus other grant or scholarship assistance exceed a student's total cost of attendance.

GEAR UP/College Day scholarships may not be considered for the purpose of awarding other Title IV grant assistance. Program intent is to maximize gift aid. GEAR UP may be used to replace the estimated family contribution allowing the family not to have to borrow to cover that cost.

Students must complete the utilization of their maximum award within six (6) years after the date of high school graduation. Continuation scholarships will be awarded to each student who received an initial scholarship and who continues to be eligible for a scholarship in successive years up to a maximum of five (5) years.

### Award Parameters

The maximum amount a student can receive is equal to the maximum Pell Grant award funded for the academic year immediately following the student's date of high school graduation.

If a student attends an institution less than full time but at least half time, GEAR UP must be reduced proportionately. Such reduction cannot be greater than the percentage reduction in tuition and fees charged to that student as a result of attending part time.

Continuation scholarships will be awarded when the student continues to be eligible for a scholarship in successive years up to a maximum of five years.

The maximum amount of a continuation scholarship is equal to the maximum Pell Grant award funded for the academic year immediately following the student's date of high school graduation.

## Disbursement Procedures

Payments should be credited to the student's account unless the student has already satisfied financial obligations to the college; in such cases, all or part of the award may be paid directly to the student.

The total award amount is to be divided among terms/semesters in the same manner as the Pell Grant.

## Refunds

Final eligibility for payment within an enrollment period depends on the student's status at the end of the refund period.

Refunds to the program account shall be made when the student terminates eligibility between terms of the award period.

Refund payments must include the name of the program, the name of the student(s), and a check payable to the "State of Michigan."

**Please note: Payments are sent to a special box number of P.O. Box 30782.** Payments must be mailed to the Michigan Department of Treasury, Student Scholarship and Grants, P.O. Box 30782, Lansing, MI 48909.

## Appeal Process

The college should direct students wanting to appeal an eligibility determination to address their inquiries to the Student Scholarships and Grants.